

SICM Frequently Asked Questions (FAQ)s

06-Dec-96

SUBJECT AREA: BOA's/BLANKET PO's

LOG #: 6

QUESTION: Do I need to enter clin information on BOA's and Blanket PurchaseOrders/Agreements ?

ANSWER: No. Enter the clin information when orders become definitized, usually via delivery orders.

SUBJECT AREA: CLINs

LOG #: 5

QUESTION: How Do I Edit/Reset a CLIN value ?

ANSWER: To edit a CLIN Quantity or Unit Price enter the correct value and tab through all fields on the CLIN line until you see the Amount (Block 23) change. If field has been changed previously without tabbing through, chances are the save did not change the obligated amount on page 1. To correct tab through all the fields on the CLIN line for all clins. NOTE: SCR has been submitted requesting that a change on a single field update automatically.

SUBJECT AREA: CONVERTING CONTRACTS

LOG #: 11

QUESTION: Oppps. I entered a dd1155 contract as an SF26 and then entered a SF26 contract as DD1155. What do I do ?

ANSWER: No problem. Just press the "Conv" button on the OPEN CONTRACT screen. The system will automatically convert.

SUBJECT AREA: DD250's

LOG #: 1

QUESTION: When entering many DD250's on one contract it appears that the first few DD250s are lost even though the accept quantity is correct on the CLIN screen (page 2).

ANSWER: System needs indexing . Recommend indexing the system at least once a week. Remember to make sure all users are out of the system before indexing. Also when entering many DD250's at one time, the records are not saved in permanent memory until either the user exits and reenters the system, OR presses the "F9" keys while the cursor is on the contract number field on page 1.

SUBJECT AREA: INDEXING

LOG #: 14

QUESTION: How do I index the system? How often should it be done ?

ANSWER: Prior to indexing ensure all users are off the system. Index by clicking on the DF Index icon located under the SICM ADMIN Icon. If you don't have this Icon set up. See your IRM POC to set one up for you. The command line is \dfwin305\bin\dfsrt -a -db -di. (Be exact). Index at least once a week

SUBJECT AREA: LOGGING IN

LOG #: 2

QUESTION: When logging in, the message "Maximum number of Login Attempts Exceeded" appears.

ANSWER: Message appears after 5 erroneous password attempts. Many times the message occurs after a user attempts to login with SICM29 in lower case. The password is case sensitive so if a user enters a password with a "case" that's different than the original the message will also appear. To reset password see your system administrator. Also see Password FAQ.

SUBJECT AREA: OBLIGATED AMOUNT

LOG #: 8

QUESTION: The contract obligated value does not reflect the sum value of all the CLINs. Whats wrong ?

ANSWER: If a non-zero obligated value does not match the sum of the clin values, the clin information needs to be reset. See FAQ, "CLIN, How do I reset a CLIN value". The problem occurs when either a clin quantity or unit price is changed without tabbing through all the information on the clin line. Fix is in the making to do automatically update without having to scroll through the line, in the meantime see FAQ, "CLIN, How do I reset a CLIN value".

SUBJECT AREA: OBLIGATED AMOUNT

LOG #: 4

QUESTION: The contract obligated amount defaults to zero, why?

ANSWER: It's designed to for contracts for which funds have not been obligated. These contracts include SF26/33 "A,D,G, and H" contracts. The system also sets obligated values to zero for "M" contracts that are entered as an SF26/33 ("M" type contracts should only exist on DD1155s) and "C" contracts entered on dd1155s ("C" contracts should only be on SF26/33 forms).

SUBJECT AREA: OBLIGATED AMOUNT

LOG #: 9

QUESTION: The obligated value of my contract is not reducing with each payment voucher that I enter ?

ANSWER: Contractor payments do not effect obligated values. Obligated values should only change by adding, deleting or modifying clin quantity/prices.

SUBJECT AREA: PASSWORD

LOG #: 3

QUESTION: How do I reset a user's login count to zero.

ANSWER: Select the "SICM ADMIN" icon. Choose the View|User option and scroll to and select the desired user name. A number greater than 5 should appear in the login count field. To reset to zero simply press the "Reset User Password" button. The system will default the password of the user to "SICM29" (upper case) and reset the Login count to zero. Note: The "SICM ADMIN" icon is accessible to system administrators only.

SUBJECT AREA: PAYMENT VOUCHER (SF1034)

LOG #: 17

QUESTION: Previously input voucher information is not displaying.

ANSWER: While on the voucher screen: (1) Press the F9 key while the cursor is on the contract number. (2) Specify the correct DD250 by using the F7/F8 key while cursor is on the Shipment Number field.

SUBJECT AREA: PAYMENT VOUCHERS (SF1034)

LOG #: 16

QUESTION: The wrong CLIN information displays on the payment voucher screen when I try to enter information.

ANSWER: To enter payment voucher information you must: (1) Press the F9 key while the cursor is on the contract number.(2) Specify the correct DD250 number by using the F7/F8 keys while the voucher is on the shipment number field.

SUBJECT AREA: SUPPORT CONTRACTS

LOG #: 12

QUESTION: Do I need need to enter CLIN prices on support contracts ?

ANSWER: No. Support contracts (including QA only) do not have any obligated funds. Just enter the face value of the contract as page one. Unless of course your local command wants to track the remaining dollar value of items to be shipped.

SUBJECT AREA: SUPPORT CONTRACTS

LOG #: 13

QUESTION: Do I need to enter delivery schedule information for support contracts ?

ANSWER: Maybe. If delivery surveillance has been delegated definitely yes. Otherwise it is not mandatory, unless of course your local office sets a policy requiring the entry.

SUBJECT AREA: SUPPORT\QA ONLY CONTRACTS

LOG #: 7

QUESTION: Do I need to complete a DD1593/94 for a support or QA only contract.

ANSWER: No. Use the Support Contract Closeout module on Page one to close out these contracts.

SUBJECT AREA: ULO

LOG #: 10

QUESTION: Where can I find the current ULO of a contract ?

ANSWER: ULO's can be found on page three (access through page two).

SUBJECT AREA: WinQL

LOG #: 15

QUESTION: When I try to run a report the following error message appears: "Error detected by database DLL". What should I do. ?

ANSWER: The error message appears because the path to the report or datafiles is wrong. To specify the correct path do the following: (1) Go into WinWL and select the report needed. (2) Select File|Options. Make sure the path to the data file and the report is correct. (see your IRM POC if the correct path is unknown). Save and exit. (3) Select the Database|Location option. Again save and exit. Select the Database|Verify option. Save and exit.